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[redacted]  
Office of Training

PROGRESS REPORT ON THE RECORDS TRAINING PROJECT:

Since the SSS formal announcement of the Records Management Training Project on 9 March, I have, during the remainder of March, conferred with some seven OTR officers at nine different meetings in their offices plus innumerable phone calls. I have visited National Archives three times and obtained copies of their records training material. I also attended a one-day Workshop presentation in Philadelphia on Records Disposal which utilized NARS material. While there I conferred with records authorities from private industry that attended this Seminar.

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I have coordinated with [redacted] in OTR and [redacted] in SSS to establish that we will present three types of Workshop Seminars in the Fall of 1972, (Records Disposition, Files Systems, and Forms Improvement). After conferences with [redacted] and [redacted] at which dates were revised to meet all OTR demands, the following have been established as OTR-firm, (and hopefully final):

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The Headquarters (Room 1-A-13) dates are: Tuesdays, 12 September; 17 October and 7 November.

Tuesday

The dates for Rosslyn are: /26 September, Friday 20 October, and Monday 21 November. (The room has not yet been set.)

The dates for Chamber of Commerce are: Tuesday, 5 December; Friday, 8 December, and Wednesday, 13 December.

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(On 31 March I met with [redacted] and he explained that he did not plan to list the Workshop dates in the OTR catalog at this time.)

Mr. [redacted] and I conferred with Chief, SSS and his Deputy on 8 March concerning an Agency Contract for [redacted] to brief Top Management on Records Management operations and benefits. Mr. [redacted] accepted and Mr. [redacted] and I completed arrangements for the first briefing at the DDDS Senior Staff Meeting on Tuesday, 18 April. I met with [redacted] frequently and furnished him information for his presentation.

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I have conferred with Mrs. [redacted] on training rooms in Ames Building and obtained from her the OTR format for lesson plans. She may need her rooms in Sep and Oct, so we have not settled on rooms in Rosslyn yet. Other instructor material was obtained from the Agency Library.

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Conferences with Staff members, at the Records Center and Chief, SSS has confirmed the availability of Mr. [redacted] for presentations in the Disposition and Forms Workshops. The remainder I shall handle unless a qualified individual is found at NARS or OTR to give me assistance.

Work on the Records Disposition Workshop Content and Lesson Plan is underway and should be completed in these next few weeks. The other two should follow soon thereafter. Originally, I hoped to complete these by the end of May but the requirements in the Records Staff has taken considerable time. I am divesting myself of several Staff activities and hope to spend more time on the Course content during April.

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DDS/SSS/RAB/ fms (14 Apr '72)